



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

REGULAR COMMISSION MEETING MINUTES

May 9, 2019, 9:00 am

Toftrees Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill
Commissioner Michelle Beaver
Commissioner John Chilleri (via phone)
Commissioner Erik Christensen
Commissioner Tim Heitzman
Commissioner Chad Libby
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin
John Manning, Legal Advisor
Helene Placey, Advisor
Ian Rowles, Recorder (PBPP)

Those not in attendance:

Commissioner Larry Maggi

Tom Dougherty, Advisor (PBPP)
Greg Young, Advisor (PBPP)

- 1. Call to Order and the Pledge of Allegiance**
- 2. Review and approval of the Minutes of the previous meeting**

MOTION: 1905:01

Commissioner Shurtleff made a motion to approve the minutes from the March 14, 2019 Firearms Education and Training Commission meetings.

Commissioner Christensen seconded.

Motion carried by unanimous voice vote.

- 3. Announcements and Reports**

Executive Director MacLaughlin

- Executive Director MacLaughlin stated that FETC successfully ran it's first Basic Training Academy of the year and all of the students passed.

- Executive Director MacLaughlin mentioned that he worked with PWT on a Train-The-Trainer to help catch some of the probation officers up on training so they can help assist with the Con Ed trainings.
- Executive Director MacLaughlin shared that he went to Schuylkill County and helped assist with a couple Course 6, Lasershot, classes. While he was there he performed a site evaluation and everything looked good.
- Executive Director MacLaughlin announced that the Curriculum Committee ran a Course 3 in Bucks County and identified the problems they previously had to get the timing down. It ran much smoother with the corrected timing.
- Executive Director MacLaughlin reported there were complaints from a county about a range that was used for a Con Ed class that PWT ran. There was some splashback due to the metal backers used. PWT made the adjustments on the spot to maintain safety, but was asked to not use that range for any future trainings.
- Commissioner Christensen stated unless the injury forms are filled out at the end of the training day, which they weren't due to the students not feeling injured at the time, the vendor did all they needed to do.
- Commissioner Heitzman mentioned about possibly asking the vendors to push a little harder at the end of training day if they think somebody might be slightly injured.
- Executive Director MacLaughlin mentioned he successfully qualified with Dauphin County.
- Executive Director MacLaughlin shared a situation with Westmoreland County, where they brought up concerns they weren't getting enough of a variety of trainings available. Executive Director MacLaughlin explained to them that each geographical region gets the same amount and same variety of classes. Some classes just fill up quicker than others and counties have to sign up as early as possible to attend specific courses.
- Executive Director MacLaughlin asked the Commission about the possibility of having FETC run the CFI Course from now on. Since the MOU with the DOC occurred the PBPP training staff is having a very difficult time finding the time to run the course.
- Executive Director MacLaughlin proposed having instructors from across the state help assist with the CFI Course, with the same curriculum, so the courses can continue to run.
- Commissioner Libby asked about the selection of instructors who would help assist and what kind of qualifications would be needed to help assist with the CFI Course. He suggested possibly limiting it to MI's only.
- The Commission asked for a written proposal including a guideline and minimum criteria for instructors helping teach, and potential fiscal impacts due to the instructors and amount of courses in a year for the July meeting.

4. Reports of Officers and Standing Committees

- Executive Director MacLaughlin shared the positive reaction from the students who attended the new Course 3.
- Commissioner Heitzman stated his county, Northumberland, ran two Course 3's and it was very successful and he received a lot of positive feedback from his students as well.
- Executive Director MacLaughlin stated they are now looking at one final Train-The-Trainer and Course 3 for the western part of the state in July.
- Executive Director MacLaughlin shared that, due to becoming the Chief, Neil Stefanisko will have to leave the Curriculum Committee.

BREAK - Ten minute break (10:14 – 10:24 am)

5. New Business

Request for Renewal of CFI Status

Timothy Ban – Allegheny County Juvenile Probation
Ryan Gingrich – Lehigh County Adult Probation
Michael Heisey – Dauphin County Adult and Juvenile Probation
Patrick Michaels – Westmoreland County Adult Probation
Heath Randolph – Fayette County Juvenile Probation
Carlos Rodriguez – Philadelphia County Adult Probation
Robert Thompson – Lycoming County Juvenile Probation
Keith Torrance – Westmoreland County Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1905:02

Commissioner Christensen made a motion to approve the the renewal of CFI status for Timothy Ban, Ryan Gingrich, Michael Heisey, Patrick Michaels, Heath Randolph, Carlose Rodriguez, Robert Thompson and Keith Torrance.

Commissioner Beaver seconded.

Commissioner Libby abstained

Motion carried by voice vote.

Request for Initial MI Status

Michael Walters – Warren County Adult Probation

- Executive Director MacLaughlin mentioned all of his proper training documentation was received by FETC.

MOTION: 1905:03

Commissioner Shurtleff made a motion to approve the initial MI status for Michael Walters

Commissioner Christensen seconded.

Motion carried by unanimous voice vote.

Request for Renewal of MI Status

Joseph MacLaughlin – Commission

- Executive Director MacLaughlin mentioned all of his proper training documentation was received by FETC.

MOTION: 1905:04

Commissioner Heitzman made a motion to approve the the renewal of MI status for Joseph MacLaughlin.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

6. Executive Session

There was not an executive session during this meeting.

7. Public Comment and Questions

No public attendance.

8. Adjournment**MOTION: 1905:05**

Commissioner Libby made a motion to adjourn

Commissioner Christensen seconded.

Motion carried by unanimous voice vote.

Meeting adjourned at 10:37 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on May 5, 2019.

Minutes submitted by Ian Rowles, Recorder, PBPP